



Portland General Electric

Request for Upgrade or Relocation of Existing Commercial Service

Fill out all fields. If the field is not applicable, enter N/A.

Date (mm-dd-year) _____ PGE Work Request No. _____

_____ Permit No. _____

Customer/Applicant

Name _____

Service address _____

City _____ State _____ Zip _____

Email address _____

Nearest cross street _____

Legal description _____

(tax lot number, lot number, block number)

Existing customer account number (if applicable) _____

Meter number(s) _____

Billing Information (for construction costs only)

Name _____

Company name _____

Mailing address _____

City _____ State _____ Zip _____

Email address _____

Contact person _____

Phone number(s) _____

Contact Information (if different from billing information)

Name _____

Company name _____

Mailing address _____

City _____ State _____ Zip _____

Email address _____

Contact person _____

Phone number(s) _____

C | Appendix C, Commercial Service

Upgrade or Relocation of Existing Service Information

Existing size: Amps _____ Voltage _____
 Overhead or Underground (circle one)
 Single-phase or Three-phase (circle one)
 Estimated connection date of permanent service (mm-dd-year) _____
 Is temporary service required? Yes _____ No _____

Requested size: Amps _____ Voltage _____
 Overhead or Underground (circle one)
 Single-phase or Three-phase (circle one)

New Connected Load			
Load Type	Load ¹		
	Single-Phase (kW)	Three-Phase (kW)	Connected (kW)
Lighting			
Receptacles			
Water heater			
Cooking			
Electric heat			
Refrigeration/HVAC			
Largest size	_____ tons		
Motors ²			
Largest size and locked rotor amps (LRA)	_____ kW	_____ LRA	
Welders			
Largest size	_____ kW		
Computers			
Elevators			
Electric vehicle (EV) charging unit			
Number of EV units			
Other loads			
Total connected kW			

1. Typical conversion factor: 1 hp = 1 kW; 1 ton = 1 kW
2. Motors that are 10 hp or larger may be required to be equipped with reduced voltage starters.

NOTE: When inadequate or inaccurate information results in design changes, the cost will be borne by the property owner or electrician.

Site grading, utility, and landscaping plans are required to complete the PGE electrical design.

Hard copies of the service request form, scaled plot or site plan, and building footprint may be mailed to 7800 SW Mohawk St., Tualatin, OR 97062. See *Appendix A, Required Files for Service*. Contact a Service Coordinator at 503-323-6700 or 800-542-8818; files may be faxed to 503-612-3501.